



October 26, 2006

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: Data Collection for the Crossing Guard Program
Contract No. C-FY05/06-001 – Addendum 2, Agenda Item 5b

Dear Commissioners:

Executive Summary

The TAM Crossing Guard program is providing trained crossing guards for intersections throughout Marin. PHA Transportation Consultants provided pedestrian and traffic data collection for existing and requested crossing guard locations during program development. The data was used by the Public Works Directors and the Technical Advisory Committee to evaluate and prioritize the crossing guard locations. Now that the program is underway, TAM has received requests for additional crossing guards at several locations and will need to monitor current guards at “pilot program” locations. This addendum to the Professional Services Contract with PHA Transportation Consultants will provide TAM with on-call resources to obtain pedestrian and traffic data.

Recommendation: Staff recommends that TAM authorize the Chair to execute an addendum to the Professional Services Contract with PHA Transportation Consultants to provide “on call” data collection for the Crossing Guard program for an amount not-to-exceed \$10,000.

As described in the Expenditure Plan, Strategy 4, the Crossing Guard program will fund the use of trained crossing guards for critical intersections throughout Marin County. The intersections were prioritized by the Public Works Directors together with the Technical Advisory Committee and approved by the Authority.

In September 2005, the TAM Board approved a contract with PHA Transportation Consultants for pedestrian and traffic data collection and roadway characteristics information. This material was used for the evaluation and prioritization of crossing guard locations in Marin County. The traffic data included the number of school pedestrians, traffic volume and turning movement volume. Roadway characteristics included the number of lanes and the presence of any special circumstances that would impact the safety of the pedestrians. In March 2006, Addendum 1 to the agreement provided additional pedestrian and traffic data collection services for locations identified after the fall 2005 survey and data collection effort.

Scope of Services

The scope of work in Addendum 2 provides for “on call” data collection at existing and proposed crossing guard locations. The “on call” services will be authorized through task orders approved by TAM’s Executive Director. The data collection locations may include those approved by the TAM Board as pilot program locations and locations that are requested Marin County’s Public Works Directors and the School District staff. The collection of the pedestrian and traffic data will take place during the balance of the 2006/07 school year and the start of the 2007/08 school year.

Budget

This contract addendum provides \$ 10,000 for data collection at various locations and other traffic analysis professional services. Funding for the crossing guard program is included in the Expenditure Plan.

Schedule

This addendum will extend the Professional Services Contract with PHA Transportation Consultants consultant contract to December 31, 2007.

Recommendation:

Staff recommends that TAM authorize the Chair to execute an addendum to the Professional Services Contract with PHA Transportation Consultants to provide “on call” data collection for the Crossing Guard program.

Attachment: Addendum to the Professional Services Contract (C-FY05/06-001) with PHA Transportation Consultants.

Second ADDENDUM TO AGREEMENT C-FY05/06-001

**BY AND BETWEEN THE
TRANSPORTATION AUTHORITY OF MARIN
AND PHA Transportation Consultants, DATED: October 26, 2006**

THIS Second ADDENDUM is made and entered into this 26th day of October 2006, by and between the Transportation Authority of Marin, hereinafter referred to as "TAM," and PHA Transportation Consultants, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, TAM and the Contractor entered into an agreement for School Crossing Guard Location Evaluation Criteria Data Collection dated 23 September 2005 ("Agreement"); and

WHEREAS, Exhibit A to the Agreement obligated Contractor to collect crossing guard data at 70 locations in Marin County; and

WHEREAS, the parties amended the Agreement to include the collection of crossing guard data at an additional 31 locations in Marin County in March 2006.

WHEREAS, the parties desire to amend the Agreement to include "on call" data collection at various potential crossing guard locations in Marin County.

NOW, THEREFORE, the parties agree to modify Exhibits A & B as set forth below.

AGREEMENT:

1. Except as otherwise provided herein all terms and conditions of the agreement shall remain in full force and effect.
2. Updated Certificate of Insurance(s) attached hereto.
3. Exhibits A & B is/are hereby amended to read as follows: see attachment Exhibits A & B.

IN WITNESS WHEREOF, the parties hereto have executed this Second Addendum on the day first written above.

"TAM"

"CONTRACTOR"

TRANSPORTATION AUTHORITY of MARIN

PHA Transportation Consultants

By: _____
Chair, Steve Kinsey

By: _____
Pang Ho

EXHIBIT A

SCOPE OF SERVICES

The following scope of service provides an outline of services that are expected to be offered in order to fulfill the Second Amendment to this contract.

“On Call” Data Collection and Mapping

The consultant will collect data and site features at the locations requested by TAM. These data include: vehicle counts per school hour (VT/h), pedestrian counts per school hour, and vehicle turning movements per school hour.

The pedestrian count and vehicle turning movement count will take place in the morning and afternoon, generally between 7 - 9 am and between 2 - 4 pm on Tuesdays – Thursdays. For schools that have short days, the counts times for the afternoon will be adjusted to the earlier time frame.

The site features to be documented include traffic/pedestrian control devices (crosswalks, stop signs, and traffic signals), number of traffic lanes and a general observation of traffic circulation during the field survey.

The information shall be processed and provided to TAM in a database format and sketch format agreed upon by TAM that can be easily updated and maintained. If required, a brief technical memorandum will be prepared summarizing the findings.

“On Call” work will be authorized by individual task orders. TAM will prepare the task orders based on data collection requirements. Prior to starting work, the individual task orders must be approved by the TAM's Executive Director.

EXHIBIT B
FEES AND PAYMENT SCHEDULE
July 1, 2006 – December 31, 2007

“On call” Data Collection and Mapping

Pedestrian / turning movement counts (per location)	\$460
ADT traffic counts (per location)	\$150 per 48 hr count

Management and reporting

Management	\$150 per hour
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ADDITIONAL DIRECT COSTS

No Additional Direct Costs are included in this contract.

INVOICING

Invoicing will be based on the approved tasks.